



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

AQOC

MAY 15 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

SUBJECT: DCMC Memorandum No. 97-004 Single Process Initiative (SPI) (INFORMATION)

This is an INFORMATION memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All Contract Administration Offices.

The Under Secretary of Defense for Acquisition & Technology (USD (A&T)) memorandum of December 8, 1995, established a 120-day goal for making block changes to existing contracts under SPI. This was done to facilitate immediate implementation of industry innovations and efficiencies that could result in cost, schedule and performance benefits for both the contractor and the Government. It was also a recognition that implementation delays tend to diminish opportunities to fully realize benefits resulting from SPI innovations.

Recently the DoD Inspector General expressed concern that the 120-day time-frame for executing block change modifications may not provide sufficient time for proper evaluation of SPI concept papers. The USD (A&T) has issued clarifying guidance to emphasize the 120-day goal is achievable and should be adhered to except where technical or cost benefits assessments cannot be adequately performed within that time-frame. A copy of this policy is attached for your information.

Our experience over the past year is most SPI block changes are completed within the 120-day period. However, we recognize that some proposals may require more time to evaluate due to the complexity of the processes involved. It is essential that Management Councils monitor the timeliness of concept paper reviews and take swift action if unnecessary delays occur. Additionally, Management Councils must quickly resolve disagreements regarding the acceptability of the proposed SPI concept. Critical concerns that cannot be resolved quickly must be elevated to the appropriate level for resolution. Taking these actions will ensure we meet the timeliness standard when possible.

Should you have any questions regarding information contained in the attached memorandum, please contact Ms. Marialane Schultz, SPI/Block Change Management Team Leader at (703) 767-2471 or via the internet at marialane_schultz@hq.dla.mil.

ROBERT W. DREWES
Major General, USAF
Commander

Attachment